

THE IN-HOUSE TRAINING COMPANY

Memory skills and mind-mapping

Overview

This is an incredibly practical programme which has been developed to enable participants to improve their memory skills. The session focuses on specific techniques that can be used to improve retention of information. It also introduces the principles of mind-mapping.

Learning objectives

By the end of this programme participants will be able to:

- Explain how our brain processes and stores information
- Describe the difference between short-term and long-term memory
- Use specific techniques to improve retention
- Explain the principles of mind mapping
- Be able to use mind maps to plan and order information

Each participant, no matter how poor they believe their memory to be, will by the close of the session have learnt techniques that enable them to memorise 53 items in a prescriptive order – a massive boost to their confidence in their memory skills.

Who should attend?

The programme is ideal for anyone who needs to improve their memory skills or learn how to mind-map as part of a creative or planning process.

Course format

This is a practical and engaging half-day session which makes use of a variety of learning methods including tutor input, paired activities and practice sessions. It can be paired with 'Speed-reading' to make a full day.

The style is very facilitative and learner-centred, taking into account the needs and preferences of the group on the day whilst at the same time delivering the programme as agreed with the client in order to meet the specified learning objectives.

Expert trainer

Miranda has more than twenty years' experience as an independent learning and development consultant and trainer.

She started her career working within the Management Development Unit of the Printing and Publishing Industry Training Board, moving on to a role in the Probation Office's learning and development team before leaping across into financial services, where she was responsible for the Learning and Development of a major high street lender. In 1992 she started her own learning and development consultancy. Working with a range of clients – public sector, private sector and VCSE – Miranda's expertise is in helping organisations to identify learning gaps, and to develop tailored, creative and relevant strategies for meeting these needs with a view to helping organisations to meet their objectives.

In addition to her professional role, Miranda is also very involved in local community development activities. She is Chair of a local homelessness charity and has been instrumental in developing and facilitating community leadership programmes in both Bedfordshire and Hertfordshire.

See what programme participants have said about Miranda's training:

'Superb. Clear, warm, engaging – and very well informed.'

'Engaging and pitched very appropriately for the audience today.'

'Great.'

'Lively, focused, keeps it interesting.'

'Very funny and enthusiastic.'

'Excellent presentation style.'

'Super.'

'Excellent.'

'FAB!'

'A lot of fun.'

'Miranda is very engaging, warm and welcoming, great trainer.'

'She is absolutely lovely!'

'Very bubbly manner and clearly deeply knowledgeable about her subject.'

'Very personable and engaging.'

Workshop outline

1 An introduction to the brain's functions

- Introductory brain-training
- How the brain works
- Left / right brain function
- Short-term and long-term memory
- Barriers to a good memory

2 Memory techniques

- Tips and techniques for improving memory
- Basic word association
- Chaining and linking
- Touchstone techniques
- Use of mnemonics
- Memory hooks
- Remembering names

3 Maximising memory

- Minimising barriers
- The importance of sleep and diet
- Supplements which may affect memory

4 Mind-mapping

- Purpose and principles
- Creating a mind map
- Use of colour to delight the eye and tickle the brain
- How to use the output from a map

Any questions?

Please just give us a call on **01582 463463** – we're here to help!

Or visit www.theinhousetrainingcompany.com